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STAFFORD OLIVIA PALMIERI  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 10, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-31

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: LEO Online Time Entry Errors

The Office of Technology Services (OTS) has conducted audits on LEO online time entries that did not post to the time file due to locking or posting errors. The results of the audit indicate that the necessary manual time file entries needed as a result of these errors were most likely not entered. OTS has sent multiple list serve messages asking that agencies research and resolve these errors, but many remain unresolved.

**Agencies are required to research and resolve the outstanding errors on the ZT45, Workflow Audit Error Report, by March 31, 2016.** These errors are static and will not go away but can be checked off as resolved once researched and/or corrected. Instructions for researching these errors and marking them as resolved can be found in the [LaGov Help Script](#). Also, refer to the [document](#) provided with the list serve sent from OTS.

Beginning the first pay period of 2016, all new ZT45 errors will become lockable errors. These will need to be researched and resolved prior to payroll processing. Once resolved, the error must be marked with an "X" on the ZT45 report. Failure to do so will result in the employee being locked from payroll processing, and no payment will be issued to the employee.

Questions regarding resolving the ZT45 errors should be directed to the LaGov HCM Help Desk via [LaGov HCM web ticket](#). All other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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